



FINAL
Examination Paper

(COVER PAGE)

Session : April 2015

Programme : Diploma In Business (DIB)

Course : **HRM2100: FUNDAMENTALS OF HUMAN RESOURCE
MANAGEMENT**

Date of Examination : August 7, 2015

Time : 8:00am – 10:00am Reading Time: Nil

Duration : 2 hours

Special Instructions :

This paper consists of **SIX (6)** questions. Answer any **FOUR (4)** questions in the answer booklet provided. All questions carry equal marks.

Materials permitted : Nil

Materials provided : Nil

Examiner (s) : **Ms. Ng Huey Miin**, Claudine Shahlini, Kannaki S. Narayansany,
Jennyca, Archibald Francis De Cruz.

Moderator : Mr. Ihsan Mahmood

This paper consists of 3 printed pages, including the cover page.

READY FOR PRINTING

Approved by: *[Signature]*
Date: *12/6/15*

INTI INTERNATIONAL COLLEGE SUBANG
DIPLOMA IN BUSINESS PROGRAMME (DIB)
HRM2100: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT
FINAL EXAMINATION: APRIL 2015 SESSION

Instructions: This paper consists of **SIX (6)** questions. Answer any **FOUR (4)** questions in the answer booklet provided. All questions carry equal marks.

Question 1

Using relevant examples, state and discuss **FIVE (5)** performance appraisal methods used by the managers to evaluate their employees' performance.
(25 marks)

Question 2

List and explain with appropriate examples, the **FIVE (5)** factors that affect wage and salary structure.

(25 marks)

Question 3

Orientation and training are crucial for organizational development and success.

a) Using relevant examples, explain **FIVE (5)** type of information that is covered in the employee orientation program.
(15 marks)

b) List and explain any **FIVE (5)** types of training.
(10 marks)

Question 4

(a) List and describe **FIVE (5)** functions of manpower planning.
(10 marks)

(b) Using relevant examples, identify and discuss **THREE (3)** important factors that need to be taken into consideration when preparing an effective manpower plan.
(15 marks)

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Question 5

The interview is the most critical component of the entire selection process. It serves as the primary means to collect additional information on an applicant.

- a) List and explain **THREE (3)** types of interviews. (9 marks)
- b) Using appropriate examples, describe **FOUR (4)** limitation of interview. (16 marks)

Question 6

- (a) List and describe **FIVE (5)** important purposes of conducting job analysis. (10 marks)
- (b) Using relevant examples, discuss any **FIVE (5)** nature of job analysis. (15 marks)

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Date: *10/15*